

# CITY OF FLINT

## DEPARTMENT OF PURCHASES AND SUPPLIES

City Hall  
1101 S. Saginaw Street, Rm 203 – Flint, Michigan 48502  
(810) 766-7340 FAX (810) 766-7240 [www.cityofflint.com](http://www.cityofflint.com)



Dr. Karen W. Weaver

Mayor

### **REQUEST FOR PROPOSAL**

#### **OWNER/RETURN TO:**

THE CITY OF FLINT  
FINANCE DEPARTMENT - DIVISION OF PURCHASES AND SUPPLIES 1101 S. SAGINAW  
ST., ROOM 203, 2nd FLOOR  
FLINT, MI 48502

**PROPOSAL NO: 20000539**

#### **SCOPE OF WORK:**

The City of Flint, Department of Purchases & Supplies, is soliciting sealed proposals for providing:

#### **ENGINEERING SERVICES FOR BRIDGE INSPECTION**

Per the attached additional requirements.

If your firm is interested in providing the requested goods or services, please submit one (1) original and two(2) copies of your detailed proposal to the City of Flint, Department of Purchases and Supplies, 1101 S. Saginaw St., Room 203, Flint, MI, 48502, **Thurs., 8/22/19 @ 3:00 PM (EST)**. Please note: all detailed proposals received after 3:00 PM (EST) will not be considered. Proposals must be in a sealed envelope clearly identifying the proposal and number. Faxed proposals are not accepted.

**New vendors who are the low bidder will be required to submit an IRS W-9 Form and Vendor ACH Payment Authorization Form with the City of Flint.**

**Results may be viewed next business day online at**

**<https://www.cityofflint.com/finance/purchasing/results/> under "bid results".**

Any questions regarding the proposal process may be directed to Joyce McClane in writing by no later than 08/14/19 to [jmcclane@cityofflint.com](mailto:jmcclane@cityofflint.com)

Sincerely,

*Joyce A. McClane*

Joyce A. McClane, CPPB  
Purchasing Manager

## **INSTRUCTIONS TO VENDORS**

- 1) **PRE-BID INFORMATION AND QUESTIONS:** Each proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing proposals, Proposers are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the City of Flint. If a Proposer finds a discrepancy, error or omission in the RFP package, or requires any written addendum thereto, the Proposer is requested to notify the Purchasing contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Proposers. **THE CITY OF FLINT IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** All questions must be submitted in writing to the Purchasing Department before any Pre-Bid Question Deadline (if specified) or at least one (1) week prior to the proposal opening date indicated on the front of this document.
  
- 2) **RFP MODIFICATIONS:** The City of Flint has the right to correct, modify or cancel the RFP, in whole or in part, or to reject any Proposal, in whole or in part, within the discretion of the City of Flint, or their designee. If any such changes are made, all known recipients of the RFP will be sent a copy of such changes. If any changes are made to this RFP document by any party other than the City of Flint, the original document in the City of Flint's files takes precedence.
  
- 3) **PROPOSAL SUBMISSION:**
  - a) The Proposer must include the following items, or the proposal may be deemed non-responsive:
    - i) All forms contained in this RFP, fully completed.
  - b) Proposals must be submitted to the Finance Department – Purchases and Supplies, City of Flint, 1101 S. Saginaw Street – Room 203, Flint, Michigan 48502 by the date and time indicated as the deadline. The Purchasing Department time stamp will determine the official receipt time. It is each Proposer's responsibility to insure that its' proposal is time stamped by the Purchasing Department by the deadline. This responsibility rests entirely with the Proposer, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 5:00 p.m. Local Time, Monday through Friday, legal holidays as exception.
  - c) Proposals must be enclosed in a sealed, non-transparent envelope, box or package, and clearly marked on the outside with the following: RFP Title, RFP Number, Deadline and Proposer's name.
  - d) Submission of a proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the Request for Proposals (RFP), and that the Proposer understands and agrees to abide by each and all of the stipulations and requirements contained therein.
  - e) All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the bid.
  - f) Proposals sent by email, facsimile, or other electronic means will not be considered unless specifically authorized in this RFP.
  - g) All costs incurred in the preparation and presentation of the proposal are the Proposer's sole responsibility; no pre-bid costs will be reimbursed to any Proposer. All documentation submitted with the proposal will become the property of the City of Flint.
  - h) Proposals must be held firm for a minimum of 120 days.

- 4) **EXCEPTIONS:** Proposer shall clearly identify any proposed deviations from the Terms or Scope in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the proposal, the City of Flint will assume complete conformance with this specification and the successful Proposer will be required to perform accordingly. Proposals not meeting all requirements may be rejected.
- 5) **DUPLICATE BIDS:** No more than one (1) proposal from any Proposer including its subsidiaries, affiliated companies and franchises will be considered by the City of Flint. In the event multiple proposals are submitted in violation of this provision, the City will have the right to determine which proposal will be considered, or at its sole option, reject all such multiple proposals.
- 6) **WITHDRAWAL:** Proposals may only be withdrawn by written notice prior to the date and time set for the opening of proposals. No proposal may be withdrawn after the deadline for submission.
- 7) **REJECTION/GOOD STANDING:** The City of Flint reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the City of Flint, or their designee, that the best interest of the City will be served by doing so. No Proposal will be considered from any person, firm or corporation in arrears or in default to the City on any contract, debt, taxes or other obligation, or if the Proposer is debarred by the City of Flint from consideration for a contract award pursuant to Section 18-21.5 (d) of Article IV of the "Purchasing Ordinance of the City of Flint.
- 8) **PROCUREMENT POLICY:** Procurement for the City of Flint will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City. The City of Flint and their officials have the vested authority to execute a contract, subject to City Council and Mayoral approval where required.
- 9) **PROPOSAL SIGNATURES:** Proposals must be signed by an authorized official of the Proposer. Each signature represents binding commitment upon the Proposer to provide the goods and/or services offered to the City of Flint if the Proposer is determined to be the lowest Responsive and Responsible Proposer.
- 10) **CONTRACT AWARD/SPLIT AWARDS:** The City of Flint reserves the right to award by item, group of items, or total proposal to the lowest responsive, responsible Proposer. The Proposer to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Proposer at the address designated in the proposal if a separate Agreement is required to be executed. After a final award of the Agreement by the City of Flint, the Contractor/Vendor must execute and perform said Agreement. All proposals must be firm for at least 120 days from the due date of the proposal. If, for any reason, a contract is not executed with the selected Proposer within 14 days after notice of recommendation for award, then the City may recommend the next lowest responsive and responsible Proposer.

- 11) **NO RFP RESPONSE:** Proposers who receive this RFP but who do not submit a proposal should return this RFP package stating “No Proposal” and are encouraged to list the reason(s) for not responding. Failure to return this form may result in removal of the Proposer’s name from all future lists.
- 12) **FREEDOM OF INFORMATION ACT REQUIREMENTS:** Proposals are subject to public disclosure after the deadline for submission in accordance with state law.
- 13) **ARBITRATION:** Contractor/Vendor agrees to submit to arbitration all claims, counterclaims, disputes and other matters in question arising out of or relating to this agreement or the breach thereof. The Contractor’s agreement to arbitrate shall be specifically enforceable under the prevailing law of any court having jurisdiction to hear such matters. Contractor’s obligation to submit to arbitration shall be subject to the following provisions:
- (a) Notice of demand for arbitration must be submitted to the City in writing within a reasonable time after the claim; dispute or other matter in question has arisen. A reasonable time is hereby determined to be fourteen (14) days from the date the party demanding the arbitration knows or should have known the facts giving rise to his claim, dispute or question. In no event may the demand for arbitration be made after the time when institution of legal or equitable proceedings based on such claim dispute or other matters in question would be barred by the applicable statute of limitation.
  - (b) Within fourteen (14) days from the date demand for arbitration is received by the City, each party shall submit to the other the name of one person to serve as an arbitrator. The two arbitrators together shall then select a third person, the three together shall then serve as a panel in all proceedings. Any decision concurred in by a majority of the three shall be a final binding decision.
  - (c) The final decision rendered by said arbitrators shall be binding and conclusive and shall be subject to specific enforcement by a court of competent jurisdiction.
  - (d) The costs of the arbitration shall be split and borne equally between the parties and such costs are not subject to shifting by the arbitrator.
- 14) **PROPOSAL HOLD:** The City of Flint may hold proposals for a period of one hundred twenty - (120) days from opening, for the purpose of reviewing the results and investigating the qualifications of proposers prior to making an award.
- 15) **NONCOMPLIANCE:** Failure to deliver in accordance with specifications will be cause for the City of Flint and they may cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor/Vendor.
- 16) **DISCLAIMER OF CONTRACTUAL RELATIONSHIP:** Nothing contained in these documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.

- 17) **ERRORS AND OMISSIONS:** Proposer is not permitted to take advantage of any obvious errors or omissions in specifications.
- 18) **INTERPRETATION:** In the event that any provision contained herein shall be determined by a court of competent jurisdiction or an appropriate administrative tribunal to be contrary to the provision of law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provision may be modified or severed by such court or administrative tribunal having jurisdiction over this Agreement and the interpretation thereof, or the parties hereto, so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision.
- 19) **LAWS AND ORDINANCES:** The proposer shall obey and abide by all of the laws, rules and regulations of the Federal Government, State of Michigan, Genesee County and the City of Flint, applicable to the performance of this agreement, including, but not limited to, labor laws, and laws regulating or applying to public improvement, local government, and its operational requirements.
- 20) **LOCAL PREFERENCE:** Proposers/bidders located within the corporate city limits of Flint, Michigan may be given a seven percent (7%) competitive price advantage. Additionally, if the lowest responsible bidder is not located within the limits of the City of Flint, but is located within the County of Genesee, and said bidder does not exceed the bid of the lowest non-local bidder by more than three and one-half percent (3-1/2%), then said lowest Genesee County bidder may be determined to be the lowest responsible bidder, and make the award to such Genesee County bidder accordingly, subject to the approval of the city council. If the lowest non-local bidder does not exceed that of any proposers/bidders by (7%) inside the City of Flint or (3-1/2%) inside the County of Genesee, then the Purchasing Director shall be allowed to request that the lowest local vendor match the price offered by the lowest non-local vendor.
- 21) **MATERIAL WORKMANSHIP AND STANDARDS OF PERFORMANCE:** The proposer agrees to exercise independent judgment and to complete performance under this Agreement in accordance with sound professional practices. In entering into this Agreement, the City is relying upon the professional reputation, experience, certification and ability of the proposer by him/her or by others employed by him/her and working under his/her direction and control. The continued effectiveness of this Agreement during its term or any renewal term shall be contingent, in part, upon the proposer maintaining his/her operating qualifications in accordance with the requirements of federal, state and local laws. All materials furnished must be new, of latest model and standard first grade quality, or best workmanship and design, unless otherwise expressly specified. Proposer, if required, must furnish satisfactory evidence of quality materials; offers of experimental or unproven equipment may be disregarded.
- 22) **MODIFICATIONS/CHANGES:** Any modification to this agreement must be in writing and signed by the authorized employee, officer, board or council representative authorized to make such modifications pursuant to the State law and local ordinances.

23) **NON-COLLUSION:** The proposer acknowledges that by signing this document that he/she is duly authorized to make said offer on behalf of the company he/she represents and that said bid is genuine and not sham or collusive and not made in the interests or on behalf of any person not therein named, and that he/she and said bidder have not directly induced or solicited any other person(s) or corporation to refrain from responding to this solicitation and that he/she and said bidder have not in any manner sought by collusion to secure to himself/herself and said bidder any advantage over any other proposer.

24) **NON-DISCRIMINATION:** Pursuant to the requirements of 1976 P.A. 453 (Michigan Civil Rights Act) and 1976 P.A. 220 (Michigan Handicapped Rights Act), the local unit and its agent agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status or because of a handicap that is unrelated to the person's ability to perform the duties of nondiscrimination provision identical to this provision and binding upon any and all contractors and subcontractors. A breach of this covenant shall be regarded as a material breach of this contract.

25) **SUBCONTRACTING:** No subcontract work shall be started prior to the written approval of the subcontractor by the City. The City reserves the right to accept or reject any subcontractor.

26) **UNION COMPLIANCE:** Contractor agrees to comply with all regulations and requirements of any national or local union(s) that may have jurisdiction over any of the materials, facilities, services or personnel to be furnished by the City.

27) **WAIVER:** Failure of the City to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of that term, covenant or condition or of any other term, covenant or condition. Any waiver or relinquishment of any right or power hereunder at any one or more times shall not be deemed a waiver or relinquishment of that right or power at any other time

28) **CITY INCOME TAX WITHHOLDING:** Contractor and any subcontractor engaged in this contract shall withhold from each payment to his employees the City income tax on all of their compensation subject to tax, after giving effect to exemptions, as follows:

- (a) Residents of the City:  
At a rate equal to 1% of all compensation paid to the employee who is a resident of the City of Flint.
- (b) Non-residents:  
At a rate equal to 1/2% of the compensation paid to the employee for work done or services performed in the City of Flint.

These taxes shall be held in trust and paid over to the City of Flint in accordance with City ordinances and State law. Any failure to do so shall constitute a substantial and material breach of this contract.

29) **CONTRACT DOCUMENTS:** The invitation for proposal, instructions to proposal, proposal, affidavit, addenda

(if any), statement of proposer's qualifications (when required), general conditions, special conditions, performance bond, labor and material payment bond, insurance certificates, technical specifications, and drawings, together with this agreement, form the contract, and they are as fully a part of the contract as if attached hereto or repeated herein.

**30) DISCLAIMER OF CONTRACTUAL RELATIONSHIP WITH SUBCONTRACTORS:**

**Nothing**

contained in the Contract Documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.

**31) EFFECTIVE DATE:** Any agreement between the City and the contractor shall be effective upon the date that it is executed by all parties hereto.

**32) FORCE MAJEURE:** Neither party shall be responsible for damages or delays caused by Force Majeure nor other events beyond the control of the other party and which could not reasonably have anticipated the control of the other party and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, Force Majeure includes, but is not limited to, adverse weather conditions, floods, epidemics, war, riot, strikes, lockouts, and other industrial disturbances; unknown site conditions, accidents, sabotage, fire, and acts of God. Should Force Majeure occur, the parties shall mutually agree on the terms and conditions upon which the services may continue.

**33) INDEMNIFICATION:** To the fullest extent permitted by law, Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Flint, its elected and appointed officials, employees and volunteers and other working on behalf of the City of Flint, including the Project Manager, against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Flint, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Flint, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which may arise as a result of Contractor's acts, omissions, faults, and negligence or that of any of his employees, agents, and representatives in connection with the performance of this contract. Should the Contractor fail to indemnify the City in the above-mentioned circumstances, the City may exercise its option to deduct the cost that it incurs from the contract price forthwith.

**34) INDEPENDENT CONTRACTOR:** No provision of this contract shall be construed as creating an employer-employee relationship. It is hereby expressly understood and agreed that Contractor is an "independent contractor" as that phrase has been defined and interpreted by the courts of the State of Michigan and, as such, Contractor is not entitled to any benefits not otherwise specified herein.

**35) NO THIRD-PARTY BENEFICIARY:** No contractor, subcontractor, mechanic, material man, laborer, vendor, or other person dealing with the principal Contractor shall be, nor shall any of them be deemed to be, third-party beneficiaries of this contract, but each such person shall be deemed to have agreed (a) that they shall look to the principal Contractor as their sole source of recovery if not paid, and (b) except as otherwise agreed to by the principal Contractor and any such person in writing, they may not enter any claim or bring any such action against the City under any circumstances. Except as provided by law, or as otherwise agreed to in writing between the City and such person, each such person shall be deemed to have waived in writing all rights to seek redress from the City under any circumstances whatsoever.

- 36) **NON-ASSIGNABILITY:** Contractor shall not assign or transfer any interest in this contract without the prior written consent of the City provided, however, that claims for money due or to become due to Contractor from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.
- 37) **NON-DISCLOSURE/CONFIDENTIALITY:** Contractor agrees that the documents identified herein as the contract documents are confidential information intended for the sole use of the City and that Contractor will not disclose any such information, or in any other way make such documents public, without the express written approval of the City or the order of the court of appropriate jurisdiction or as required by the laws of the State of Michigan.
- 38) **RECORDS PROPERTY OF CITY:** All documents, information, reports and the like prepared or generated by Contractor as a result of this contract shall become the sole property of the City of Flint.
- 39) **SEVERABILITY:** In the event that any provision contained herein shall be determined by a court or administrative tribunal to be contrary to a provision of state or federal law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provision may be modified or severed by such court or administrative tribunal so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision. The invalidation of one or more terms of this contract shall not affect the validity of the remaining terms.
- 40) **TERMINATION:** This contract may be terminated by either party hereto by submitting a notice of termination to the other party. Such notice shall be in writing and shall be effective 30 days from the date it is submitted unless otherwise agreed to by the parties hereto. Contractor, upon receiving such notice and prorated payment upon termination of this contract shall give to the City all pertinent records, data, and information created up to the date of termination to which the City, under the terms of this contract, is entitled.
- 41) **TIME PERFORMANCE:** Contractor's services shall commence immediately upon receipt of the notice to proceed and shall be carried out forthwith and without reasonable delay.
- 42) **EVALUATION OF PROPOSAL:** In the City's evaluation of proposals, at minimum: cost, serviceability, financial stability, and all requirements set forth in this document shall be considered as selection and award criteria unless otherwise specified.

LEAVE BLANK INTENTIONALLY

## **Engineering Services for Bridge Inspections**

The City of Flint for the period from signed contract date 2019 for one year, is procuring letters of interest and RFP for Engineering Inspections Services for the City of Flint Bridges. The City has approximately twenty-six (26) bridges for this time period but may require twenty-seven (27) general inspection for MDOT. Two (2) extra railroad bridge damage inspection by roadways. The City of Flint will no longer be doing full bridge inspection for the railroad bridges 2559 GTW RR and 2859 CSX RR. The City may require up to twenty-six (26) weight load testing to meet MDOT specifications. The City may require up to twenty-six (26) scouring inspection evaluations. The City may require up to tens (10) bridges underwater inspections on Flint River. The City may require up to four (4) Pedestrian bridge inspections. The exacted number may change depending on the contract date. Any addition inspections that the City of Flint may add will be bill at the winning Firm's not to exceed rate for that type of inspection. The City Engineer will be the authorize for any additional inspections for bridges not scheduled.

### **Scope of Work**

- Provide Professional Engineering Inspections
  - All work will meet or exceed MDOT standards.
  - All inspectors must be certified by MDOT and under the direct supervision of a Professional Structural Engineer with a minimum of two years experience in Bridges.
  - All inspections to be performed before the required date but not more than thirty (30) days before.
  - Railroad bridge damage review will look for and document damage cause by vehicular traffic.
  - Underwater pier inspections are for bridges on the Flint River, pricing will be by the bridge and each bridge may have multiple piers. All cost to be included in the price.
  - Scouring Inspections will be priced for the entire influence of the bridge. All cost to be included in the price.
  - Weight load testing will be by the bridge. All cost are to be included in the price.
  
- Bridge Administration costs to be included in each inspection price.
  - Engineer Firm will supply a yearly report two (2) copies plus digital copies to the City Engineer by March of 2020. Hard copies of any bridges inspection after that date will be sent to City Engineer as soon as completed. Part of bridge inspection cost.

- The yearly report hard copy will be in a three-hole binder and label on front and end of the binder. Also tabs for each bridge on the inside with name, location, and number. All completed information as show in MI Bridge will be inside tabs
  - MI bridge reporting for MDOT will be entered in on time and completely, including any weight restrictions and photos of weight limit sign. The cost of adding information will be included in inspection cost
  - Engineering Firm will be responsible for any needed corrections to the MI Bridge documentation or to MDOT inquiries. To be included in inspection cost
  - Engineering Firm will work with City of Flint’s Traffic Engineering for any weight limit changes or if missing signs before entering information into MI Bridge.
  - The engineering firm will make their general recommendation for future bridge work to the City Engineer by first week of March 2020. This cost to be included in the inspection cost.
- Engineering Services Pricing
    - Not to exceed unit pricing per bridge will be for each of the following categories:
      - ❖ General Bridge Inspection per bridge.
      - ❖ Railroad damage inspection by roadway per bridge.
      - ❖ Pedestrian Bridge Inspection per bridge
      - ❖ Load Rate Testing per bridge
      - ❖ Scouring Inspection per bridge
      - ❖ Underwater Pier Inspection per bridge
    - The complete cost for: time, equipment, reports, and mileage will be included in each unit cost.
    - All invoices to the City of Flint shall have details of bridges name and number, what type of inspection was done, and detail of cost (not to exceeded quoted prices).
    - All issues concerning bridges will be reported to City Engineer ASAP.
    - Engineering Firm will notify by email the City Engineer a week before any work is done on a bridge and will include the name and bridge number plus what will be performed and when.

## **Attachment A**

### **List of Items Needed to be Included in the Preliminary Engineering Services for Flint Bridges Inspections**

The statement of qualifications shall, at a minimum, include the following information:

**A letter of transmittal containing the following information:**

- A brief discussion outlining the firm's understanding of the requested service.
- The name, title, address, telephone and fax number of the person authorized to represent the firm.

**The firm's profile, including:**

1. Table of Contents with Headings and Page Numbers for Each Category (Marked "A")
2. Project manager for bridge inspections and scheduling. (Marked "B")
3. Office location that Structural engineer will be base. (Marked "C")
4. Experience resume of Structural Engineer. (Two years minimum experience) (Marked "D")
5. Experience of any Bridge Inspectors who will be working on the Flints Bridges. (Marked "E")
6. Copies of employee(s) MDOT Certifications for bridge inspections. (Marked "F")
7. Experience of the designated person adding information to MI Bridge. (Marked "G")
8. Names and Experience of divers doing underwater inspections and who they work for. (Marked "H")
9. Safety Officer for your Firm. (Marked "I")
10. Experience of persons doing weight load ratings. (Marked "J")
11. Experience of persons doing scouring inspections. (Marked "K")
12. Experience of any Administration Staff working on bridges. (Marked "L")
13. Contact person for billing questions. (Marked "M")

| <b>SCORING SHEET FOR ENGINEERING<br/>BRIDGE INSPECTION SERVICES</b>                            | <b>200 Max<br/>Points for<br/>Qualification<br/>Evaluation</b> |
|--|--|
| <b>Qualification Evaluation Category's</b>   |  |
| Experience of Structural Engineer Overseeing Inspections (20 points)                           |  |
| Experience of Bridge Inspectors ( 20 points)   |  |
| Experience with Bridge Loading Rating ( 20 points)   |  |
| Experience with Scouring Inspections (20 points)   |  |
| List Firms personnel with MDOT Certifications for Bridges Inspections (20 points)              |  |
| List all personnel and experience doing administration work for Bridge Inspections (20 points) |  |
| Experience of person entering data in MI Bridge (13 points)                                    |  |
| Experience of all personnel who will be doing underwater inspections ( 20 point)               |  |
| Location of your Office handling bridge inspections (7 points)                                 |  |
| How will your Firm made sure all bridge inspections are completed on time (10 points)          |  |
| How will your firm resolve issues with City of Flint and MDOT ( 15 points)                     |  |
| What is your biggest asset your firm brings to these inspections (10 points)                   |  |
| What is your Firm's understanding what the City of Flint expects(10 points)                    |  |
| What other extras would your Firm bring to this Bridge Inspections (10 points)                 |  |
|  |  |
| <b>Total Qualifications Evaluation Points</b>  |  |

### Cost Evaluation

- The not to exceed Cost per Bridge Inspection ( 25 Points) [27 Bridges]
- The not to exceed Cost per Bridge Scouring Inspection (25 Points) [26 Bridges]
- The not to exceed Cost per Pedestrian Bridge Inspection (5 Points) [4 Bridges]
- The not to exceed Cost per Bridge Load Rating (25 Points) [26 Bridges]
- The not to exceed Cost per Bridge Underwater Inspections (15 Points) [10 Bridges]
- The not to exceed Cost per Railroad Bridge Damage Inspection (5 Points) [2 Bridges]
- The Total not to exceed Contract Cost, based on maximum bridge inspections for all the above categories (100 Points)

### Total Cost Evaluation Points

### 200 Maximum Points for Cost Evaluation

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*Note all related cost are to be included in the not to exceed cost  
Evaluation Points on Costs will be based on percentage of cost for each type of inspection*

**THIS PAGE MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL:**

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of Flint is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Cash Discounts will be computed from the date of receipt of invoice. Prices firm unless stated otherwise by bidder. Delivery can be made in ( ) days ARO (after receipt of order).

Payment Terms: \_\_\_\_\_ Delivery Dest.: \_\_\_\_\_ Fed. ID #: \_\_\_\_\_  
(All Freight Terms are considered F.O.B., Prepaid unless otherwise noted by seller)

COMPANY NAME (Respondent): \_\_\_\_\_  
(Printed)

ADDRESS : \_\_\_\_\_

CITY/STATE/ZIP : \_\_\_\_\_

PHONE : \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL : \_\_\_\_\_

PRINT NAME and Title : \_\_\_\_\_  
(Authorized Representative)

SIGNED : \_\_\_\_\_ DATE: \_\_\_\_\_  
(Authorized Representative)

**Please submit original documents plus one copy.**

New vendors are required to complete and submit an IRS W-9 Form and Vendor ACH Form with the City of Flint. Link is available at <https://www.cityofflint.com/finance/accounts-payable-department/>

Bid results may be viewed next business day online at <https://www.cityofflint.com/finance/purchasing/results/> under "bid results".

CITY OF FLINT, MICHIGAN AFFIDAVIT  
AFFIDAVIT FOR INDIVIDUAL

STATE OF .....

COUNTY OF .....

s.s.

.....

..... **.being duly**

sworn, deposes and says that he is the person making the above bid; and that said bid is genuine and not sham or collusive, and is not made in the interest of or on behalf of any person not therein named, and that he has not directly or indirectly induced or solicited any bidder to put in a sham bid; that he has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that he has not in any manner sought by collusion to secure to himself any advantage over other bidders.

Subscribed and sworn to before me at ....., in said County and State,

this ..... day of ....., A. D. 20.....,

.....

\*Notary Public, .....County,.....

My Commission expires ....., 20.....

FOR CORPORATION

STATE OF .....

COUNTY OF .....

s.s.

..... being duly sworn, deposes and says that he is  
..... of .....  
(Official Title) (Name of Corporation)

a corporation duly organized and doing business under the laws of the State of .....  
the corporation making the within and foregoing bid; that he executed said bid in behalf of said corporation by authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the interests of or on behalf of any person not herein named, and that he has not and said bidder has not directly or indirectly induced or solicited any bidder to put in a sham bid; that he has not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding; that he has not and said bidder has not in any manner sought by collusion to secure to himself or to said corporation an advantage over other bidders.

Subscribed and sworn to before me at ....., in said County and State,

this ..... day of ....., A. D. 20.....,

.....

\*Notary Public, .. County,..... My Commission expires....., 20.....

FOR PARTNERSHIP

STATE OF..... COUNTY OF

.....

S.S.

.....

..... , being duly sworn, deposes and says that he is a member of the firm of .....

..... , a co-partnership, making the above bid; that he is duly authorized to make said bid in behalf of said co-partnership; that said bid is genuine and not sham of collusive and not made in the interests of or on behalf of any person not therein named, and that he has not and said bidder has not directly or indirectly induced or solicited any bidder to put in a sham bid; that he has not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that he has not and said bidder has not in any manner sought by collusion to secure to himself or to said bidder any advantage over other bidders.

Subscribed and sworn to before me at ....., in said County and State

this ..... day of ....., A. D. 20 .....

.....

\*Notary Public, .....

County,..... My Commission expires  
....., 20.....

FOR AGENT  
STATE OF .....

S.S.

COUNTY OF .....

..... being duly sworn, deposes and says that he executed the within and foregoing bid in behalf of .....  
....., the bidder therein named, he having been theretofore lawfully authorized, as the agent of said bidder, so to do; that said bid is genuine and not sham or collusive and not made in the interests of or on behalf of any person not therein named, and that he has not and said bidder has not directly or indirectly induced or solicited any bidder to put in a sham bid; that he has not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that he has not and said bidder has not in any manner sought by collusion to secure to himself or to said bidder any advantage over other bidders.

Subscribed and sworn to before me at ....., in said County and State, this .....  
day of....., A. D. 20.....,

.....

\*Notary Public.....County

My Commission expires....., 20.....

NOTE: *If executed outside of the State of Michigan, certificate by Clerk of the Court of Record, authenticating the Notary's Signature and authority should be attached.*

LEAVE BLANK INTENTIONALLY